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6 April 1955

MEMORANDUM FOR: Training Liaison Officers and Personnel and
 Placement Officers (for distribution)

SUBJECT : Procedures for Requesting A/E Staff Services

1. The growth of psychological services provided by the A/E Staff has brought about a need for different and more effective procedures. To insure the most effective and appropriate use of A/E services, the following changes in referral procedures are announced:

a. For scheduling individuals for the Professional Employee Test Battery (formerly called Pre-Training or EOD Battery), Foreign Language Aptitude Testing, and the BOC Waiver Test, call extension 8322.

(1) In those cases where a report based on testing is required (e.g., Prognosis for basic training, enrollment in foreign language training, BOC Waiver), individuals should be tested not less than 2 weeks prior to the date on which action is to be taken.

b. For scheduling Applicant and Clerical Testing, call extension 4491.

c. For consultation on individuals, except those currently being assessed, call extension 8052 and leave the name of the person on whom information is desired. An A/E Staff member will return the call. In most cases, a conference between the referring party and the A/E Staff member will be held. Persons and groups invited to consult are designated supervisors, personnel officers, training officers, career boards and selection panels. These consultations may include requests for assessment, requests for consultation concerning suitability for certain kinds of assignments, selection for certain types of training, and development of career plans for individuals. It may be possible to answer some questions on the basis of information already in A/E files; some on the basis of additional testing or interviewing; and some only after a complete assessment. If assessment is decided upon in conference between a member of the A/E Staff and the referring party, an assessment request form will be completed at that time. Staff Training Officers need no longer approve assessment requests, but will be called to assist in the determination of priorities whenever conflicts exist. Copies of the assessment report will be routed through the Staff Training Officer as usual.

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d. For information regarding assessment now in progress, or for which no report has yet been received, call [REDACTED] extension 3314. Normally assessment reports can be expected within 10 days after the individual has been assessed.

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(1) For copies of assessment reports in A/E files, call extension 8052. In instances where it is deemed suitable for the assessment report to be released, it will be transmitted through the appropriate Staff Training Officer.

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e. For discussion of problems regarding training evaluation, call [REDACTED] extension 2230.

f. For special psychological services, such as special research projects, call [REDACTED], Chief/Assessment and Evaluation Staff, extension 3307.

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2. The procedure outline for this memorandum will go into effect 18 April 1955. On that date Assessment Request Form No. 51-83 will no longer be used. All requests for consultation about individuals will be made by following the procedure described in paragraph 1c, above.

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MATTHEW BAIRD
Director of Training

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